

Carl Sandburg College
2400 Tom L Wilson Blvd
Galesburg, IL 61401

Carl Sandburg College is requesting proposals for an **HRIS Payroll System**. Detailed specifications and bid forms for interested bidders are available in the office of the Human Resources, or online at www.sandburg.edu/About/Business-Services/Request-Information-Proposals.html. **All forms must be complete and returned with a bid proposal.** Questions pertaining to these specifications will be answered by contacting Michelle Johnson at 309-341-5258, or by email at mljohnson@sandburg.edu. Bids are to be sealed and marked “HRIS-Payroll System RFP” and sent to Darlene Smith, Office Manager for President/Board of Trustees, Carl Sandburg College. There will be a pre-bid meeting held on Monday, October 26, 2023 at 2:00 pm in E200 (boardroom) and on MS Teams virtually. Instructions for virtual will be online on the www.sandburg.edu webpage. **All bids are due no later than 2:00 pm on Monday, November 6, 2023** at which time a public bid opening will be held in the Carl Sandburg College Board Room, Building E, Room 200, 2400 Tom L Wilson Blvd, Galesburg, IL, 61401 and will be read aloud and recorded. All work must follow the Fair Employment Practices Act. The Board of Trustees reserves the right to accept or reject any, and all, bids or parts thereof. Carl Sandburg College is an Affirmative Action/Equal Opportunity Employer.